



Project and Communications Coordinator

Position Description

The Governor's Office of Early Childhood Development (GOECD) leads the State's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision:

We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so they grow up safe, healthy, happy, ready to succeed, and eager to learn.

The Project and Communications Coordinator will provide support to the Director of Communications and is responsible for content creation and implementing dissemination and communication strategies to maximize the effectiveness of GOECD's funded collaborative efforts.

Reports to: Director of Communications

The Office of the Governor (GO) is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, the GO must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.

January 2022

Essential Duties and Responsibilities

- Manage communication and logistics for statewide groups supporting the implementation of GEER II Funds: Pyramid Model Leadership Team and Mental Health Consultation (MHC) Leadership Team.
 - Coordinate with facilitators on meeting content and logistics to ensure objectives are met.
 - Disseminate information developed by the Pyramid Model Leadership Team and MHC Leadership Team to designated audiences.
 - Provide staffing supports for statewide groups, including, but not limited to, lead meeting logistics, record and disseminate meeting minutes, manage calendar invites, lead agenda setting and presentation preparation, distribute meeting materials, lead technology and maintain communication with group members as needed.
- Lead the development of the Infant/Early Childhood Mental Health Consultation public awareness campaign project featuring targeted videos and infographics for varied audiences.
 - Collaborate with the Infant/Early Childhood Mental Health Consultation Manager on content and deliverables.
 - Coordinate and facilitate project meetings.
 - Manage vendor relationships.
 - Manage multiple project work plans to meet project deliverables.
- Facilitate the development of the dissemination strategy and implementation for GEER II Funded activities.
 - Develop and execute a dissemination plan with timelines (internal and external).
 - Contribute to the continued refinement of the dissemination plan and grant activities based on stakeholder engagement and feedback.
- Support the Director of Communications in the implementation of GOECD's internal and external communications strategies.

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- Execute project flow to support communication between GOECD project leads and partners/vendors.
- Write and produce content for the GOECD website, newsletter, email communications, project reports, and additional communication platforms.
- Support and copy edit presentations.
- Build emails and regularly disseminate communications to statewide distribution lists on behalf of GOECD.
- Prepare and analyze detailed communication and engagement activity reports to optimize content, messaging, and distributions.
- Respond to communications-related issues in a timely manner.
- Support the plan for communications, both operational and about grant activities, within the Governor's Office.
- Support the Director of Communications with the communication and logistics for the Early Learning Council, Early Learning Council Executive Committee, Early Childhood Inter-Agency Team, and other committees/councils.

Qualifications and Requirements

- Minimum of a Bachelor's Degree from an accredited college in Child Development, Early Childhood Education, Public Policy, Social Work, Psychology, or Communications/and or Marketing, or related field.
- 3+ years of relevant professional experience in project management, advertising/marketing, and/or coordinating communications for decision makers.
- Experience in leading, coordinating, or facilitating a team of diverse stakeholders towards common goals.
- Knowledge of office management systems and procedures, such as WebEx, Microsoft Teams, and Zoom to support virtual meetings.
- Advanced computer skills including proficiency in Microsoft Office Suite, and email marketing software programs (e.g. Constant Contact).
- Prior experience developing and implementing communication and dissemination plans is desirable.

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- Experience with Hypertext Markup Language (HTML) is preferred.
- Experience in, or familiarity with, Illinois' mixed delivery Early Childhood Education and Care (ECEC) system is preferred.

Competencies

- Commitment to the GOECD's vision and mission.
- Works to operationalize an equity framework, with the goal of eliminating racial inequities throughout the early childhood system; will cultivate equitable practices across all aspects of job function.
- Outstanding written, verbal, and interpersonal communication skills.
- Strong attention to detail and proofreading skills.
- Proven experience creating targeted content is advantageous.
- Strong knowledge of communication practices and techniques.
- Ensuring all materials have consistent messaging and branding.
- Ability to manage competing priorities, problem solve, meet deadlines, and remain detail-oriented in a fast-paced environment (including remotely).
- Excellent time management skills and the ability to prioritize work.
- Ability to synthesize complex topics to varied internal and external audiences.
- Understands the nuances of communication messaging hierarchy for community members, internal audiences, external stakeholders, and state leaders.

This is an at-will, grant-funded position with an anticipated end date of June 30, 2023, with the possibility to extend if the grant is renewed.

Send Cover Letter and Resume to: Governor's Office of Early Childhood Development c/o GOV.OECD@Illinois.gov

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